




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR OCTOBER 21, 2009		

TO

Captain John Carr, Fire Department  
Mr. Ken Sands, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Ms. Valorie LaCour, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

DATE: October 28, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Ervin McDaniel, Anthony Cataldo, Martin French, and Lisa Morris for the Department of Planning;
- Mariam Agrama and Milan Rai for HCD Plans Examining;
- John Thumbi and Mark Brown for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- Craig Gaither for the Department of Public Works.

**Agenda**

1. 1801 Washington Boulevard – Royal Farms Store
2. 3801 Falls Road – Building Addition & Parking Lot

**Plans Update**

1. 1001 South Potomac Street – Subdivision, Multi-Family and Townhouse Development – Approved

## **1801 Washington Boulevard – Royal Farms Store**

**Zoning:** M-2-2 (PUD)

Plans Date: 16 Oct 2009

**Block/Lot:** 0773/001E

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** ±38,627 sqft

**Gross Square Footage:** ±5,125 sqft building

In addition to Committee Members and Planning staff, in attendance was:

- Steve Warfield, Matis Warfield; and
- Caroline Hecker, RMG.

### **Project Summary:**

This site is located within the Montgomery Park PUD, in Development Area E. The site will be razed and cleared for the proposed construction of a Royal Farms store and related gas pumps.

### **Comments & Issues:**

- Site Plan:
  - This project is part of a Planned Unit Development (PUD) and so will require a Final Design Approval from the Planning Commission. Be sure to contact area community organizations prior to scheduling your hearing.
  - Two free-standing 25' high signs are shown, as permitted by the PUD.
  - The dumpsters are to be enclosed within a masonry enclosure with flat wooden, or board-on-board gates.
- Environmental/Landscaping:
  - This site triggers the Forest Conservation program; please work with Gary Letteron (410-396-4369).
  - Landscaping is proposed in the right-of-way along Washington Boulevard. Redesign site depth to relocated planting areas within the property boundary. The Committee cannot prevent street widening in this area from displacing the planting areas.
- Parking/Traffic:
  - The Committee understands that this site is somewhat shallow according to Royal Farm corporate standards, however, according to City design standards, there is more than sufficient space available to accommodate this use.
  - Parking space dimensions are preferred to be 9' wide by 20' deep. An acceptable alternative is 10' wide by 18' deep, as shown on these plans. Wheel stops will not be used; instead, bollards will provide protection for the at-grade sidewalk area leading into the store.
  - Truck loading and servicing should take place in the area in front of the dumpster location. Mark this area as a loading area where no parking is permitted, either by signage or paint marking on the surface.

- Please provide for bicycle parking and locking. This is preferably provided within reasonable sight from within the building. A simple option may be to weld a tie-up ring to the proposed bollards, opposite the parking space.
- The bus stop on Washington Boulevard will have expanded concrete paving to accommodate bus riders.
- Coordinate work with City improvements on Washington Boulevard. Contact Kirk Gabriel, in Baltimore DOT's TEC Division for guidance (410-396-6957).
- Accessibility:
  - One handicapped parking space is planned, please show handicapped symbol on site plan sheet, and relocate the space one parking space closer to the front door.
  - Add handicapped ramps with detectable pavement, oriented to the street crossings (not to the center of the intersection), on surrounding sidewalks.
- Plans Review: Please show the type of building construct, and the location of the secondary means of egress.

### Next Steps

- Work with Gary Letteron on Forest Conservation program requirements.
- Submit two complete sets of revised plans for final approval and stamp.
- Prepare for Planning Commission hearing for Final Design Approval.

### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **3801 Falls Road – Building Addition & Parking Lot**

**Zoning:** B-1-2

Plans Date: 6 Oct 2009

**Block/Lot:** 3565/001

**Urban Renewal:** None

**Environmental:** None

**Historic:** Hampden National Register District

**Total Site Area:** ±0.210 Acres

**Gross Square Footage:** Not Listed

In addition to Committee Members and Planning staff, in attendance was:

- Jeff Landsman, JBL Real Estate.

### **Project Summary:**

This site is currently improved with a one-story commercial building at the intersection of Falls Road and West 38<sup>th</sup> Street. The applicant proposes to expand the building to the north and south, for a total finished building of 2,080 sqft of retail space. This will be an open-span building that can be leased in four modules to retailers in various combinations, depending on tenant size requirements. The existing concrete parking area on Falls Road will be improved into a formal parking lot. The rear portion of the property, accessed from West 38<sup>th</sup> Street will be improved for additional parking for employees and overflow customer parking, and will also house the dumpster.

### **Comments & Issues:**

- Environmental/Landscaping:
  - Cherry trees are proposed to be planted along Falls Road, please change the species to a shade tree variety such as red maple or oak.
  - No significant amount of grading will be required, as the site is mostly flat in the portions to be improved for parking.
  - The trees proposed along West 38<sup>th</sup> Street are over a sanitary line that may be only 7'-8' below grade. Relocate these trees to the grass area behind the building.
  - Please show the building construction type on the plans, as this will aid in review by Plans Examining.
- Parking:
  - The parking lot on Falls Road is not acceptable as shown. The proposed handicapped parking space and the next standard parking space would each force a vehicle backing out to slightly extend into Falls Road, which is a safety hazard.
  - Explore other options for parking arrangement on Falls Road. Consider consolidating to one driveway close to the center of the property (avoiding the existing light/power pole). This will allow for the potential of six parking spaces, and will move the existing curb cut farther from West 38<sup>th</sup> Street.
  - The employee parking lot on West 38<sup>th</sup> Street may be paved with pervious pavers, which is acceptable. Preferred parking space dimensions are 9' by 20', but the 10' by 18' spaces shown are acceptable.
  - Please show bicycle parking. A recommended low-profile solution would be to weld a ring to the bollards to allow for bike locking.

- Accessibility:
  - One handicapped parking space will be provided to serve this site. Please ensure that the curblin in front of the building is either depressed, or has a handicapped ramp to access the sidewalk to the building. The employee parking lot has a paved path to the building, though the grade on West 38<sup>th</sup> Street is steeper than optimal.
- Plan Adjustments:
  - Please mark/note the dumpster enclosure will be a concrete pad with masonry enclosure and wooden or board-on-board gates.
  - The fence along Falls Road is to be removed, please remove the fenceline from the plans.

### Next Steps

- Submit two complete sets of revised plans, one .pdf plan set by e-mail, and reschedule for another review.

### NOTE

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- **All approved final site plans must be stamped.**